

FILING A NEW CIVIL CASE (See Civil Administrative Procedures, Section II(A)(2))

BY E-MAIL:

- E-mail complaint or notice of removal, civil cover sheet and summons (if requested) in PDF format to:
Kansas City ksd_clerks_kansascity@ksd.uscourts.gov
Topeka ksd_clerks_topeka@ksd.uscourts.gov
Wichita ksd_clerks_wichita@ksd.uscourts.gov
- Include a contact name and phone number in the e-mail for the clerk's office to call for a credit card payment of filing fee. Do not include a credit card number in the e-mail.
- New cases are deemed filed the day the clerk's office receives the complaint or notice of removal as long as the clerk's office receives the required filing fee as soon as possible.
- Summons (if requested) will be signed and sealed by the clerk's office and will then be mailed to the attorney.
- Be sure to include a **Designation of Place of Trial** as part of the complaint or as a separate document pursuant to D. Kan. Rule 40.2.

CD or DISK:

- Save the complaint or notice of removal, civil cover sheet and summons (if requested) in PDF format and deliver to clerk's office in Kansas City, Topeka or Wichita.
- Pay filing fee by credit card or check (made payable to **Clerk, US District Court**).

CONVENTIONALLY:

- Complaints in conventional format (paper) will be accepted for pro se parties.

E-MAIL ADDRESSES FOR CLERK'S OFFICES AND CHAMBERS

Clerk's Offices:

- Kansas City - ksd_clerks_kansascity@ksd.uscourts.gov
- Topeka - ksd_clerks_topeka@ksd.uscourts.gov
- Wichita - ksd_clerks_wichita@ksd.uscourts.gov

Chambers:

- Judge Belot - ksd_belot_chambers@ksd.uscourts.gov
- Judge Bostwick - ksd_bostwick_chambers@ksd.uscourts.gov
- Judge Brown - ksd_brown_chambers@ksd.uscourts.gov
- Judge Crow - ksd_crow_chambers@ksd.uscourts.gov
- Judge Humphreys - ksd_humphreys_chambers@ksd.uscourts.gov
- Judge Lungstrum - ksd_lungstrum_chambers@ksd.uscourts.gov
- Judge Marten - ksd_marten_chambers@ksd.uscourts.gov
- Judge Murguia - ksd_murguia@ksd.uscourts.gov
- Judge O'Hara - ksd_ohara_chambers@ksd.uscourts.gov
- Judge Reid - ksd_reid_chambers@ksd.uscourts.gov
- Judge Robinson - ksd_robinson_chambers@ksd.uscourts.gov
- Judge Rogers - ksd_rogers_chambers@ksd.uscourts.gov
- Judge Rushfelt - ksd_rushfelt_chambers@ksd.uscourts.gov
- Judge Sebelius - ksd_sebelius_chambers@ksd.uscourts.gov
- Judge Vratil - ksd_vratil_chambers@ksd.uscourts.gov
- Judge Waxse - ksd_waxse_chambers@ksd.uscourts.gov

PROPOSED ORDERS

- **DO NOT** file proposed orders or attach them to a motion.
- Submit proposed orders in WordPerfect compatible format. **Do not** submit in .pdf format.
- Proposed orders corresponding to non-dispositive civil motions (e.g., motions to compel, motions to modify scheduling orders, etc.) should be submitted to the assigned magistrate judge. Proposed orders corresponding to dispositive motions (e.g., motions to dismiss, motions for summary judgment, motions to remand, etc.) and motions to extend briefing deadlines relating to dispositive motions should be submitted to the assigned district judge. If in doubt regarding whether to submit a proposed order to the assigned magistrate judge or district judge, the proposed order should **not** be submitted to both. Rather, submit the proposed order to the magistrate judge and, if appropriate, the magistrate judge will then forward the proposed order to the district judge:

Judge Belot - ksd_belot_chambers@ksd.uscourts.gov
Judge Bostwick - ksd_bostwick_chambers@ksd.uscourts.gov
Judge Brown - ksd_brown_chambers@ksd.uscourts.gov
Judge Crow - ksd_crow_chambers@ksd.uscourts.gov
Judge Humphreys - ksd_humphreys_chambers@ksd.uscourts.gov
Judge Lungstrum - ksd_lungstrum_chambers@ksd.uscourts.gov
Judge Marten - ksd_marten_chambers@ksd.uscourts.gov
Judge Murguia - ksd_murguia_chambers@ksd.uscourts.gov
Judge O'Hara - ksd_ohara_chambers@ksd.uscourts.gov
Judge Reid - ksd_reid_chambers@ksd.uscourts.gov
Judge Robinson - ksd_robinson_chambers@ksd.uscourts.gov
Judge Rogers - ksd_rogers_chambers@ksd.uscourts.gov
Judge Rushfelt - ksd_rushfelt_chambers@ksd.uscourts.gov
Judge Sebelius - ksd_sebelius_chambers@ksd.uscourts.gov
Judge Vratil - ksd_vratil_chambers@ksd.uscourts.gov
Judge Waxse - ksd_waxse_chambers@ksd.uscourts.gov

- Proposed orders submitted pursuant to D. Kan. Rule 77.2(a) should be prepared in WordPerfect compatible format and e-mailed to the clerk's office at one of the following e-mail addresses:

Kansas City - ksd_clerks_kansascity@ksd.uscourts.gov
Topeka - ksd_clerks_topeka@ksd.uscourts.gov
Wichita - ksd_clerks_wichita@ksd.uscourts.gov

LOGIN/PASSWORD PROBLEMS

- Attorney's must contact the clerk's office for login/password problems or to have a password reset:
Kansas City - 913-551-6719
Topeka - 785-295-2610
Wichita - 316-269-6491
- Login information and password resetting must be at the attorney's request (not support staff) and will be given out only to the attorney

CHANGING ADDRESS, E-MAIL ADDRESS, OR ADDING ADDITIONAL RECIPIENTS

PHYSICAL ADDRESS:

- D. Kan. Rule 5.1(c) states, “Each attorney or party appearing *pro se* is under a continuing duty to notify the clerk in writing of any change of address or telephone number. Any notice mailed to the last address of record of an attorney or a party appearing *pro se* shall be sufficient notice.”
- Address changes can be e-mailed to ksd_attorney_registration@ksd.uscourts.gov

E-MAIL ADDRESS OR ADDING ADDITIONAL RECIPIENTS:

To change an e-mail address for an attorney or additional recipient in CM/ECF:

- Login to CM/ECF with the attorney’s CM/ECF login/password
- Click on **Utilities**
- Click on **Maintain Your Account**
- Click on **Email Information** button
- **For the Attorney:** change information in **Primary e-mail address** box
- **For Additional Recipient(s):** Check the box before “**to these additional addresses**” and change or add e-mail address in the box. Be sure there are no blank spaces before or after the e-mail address(es)
- Click **Return to Account screen** button
- Click **Submit**
- If case specific information appears, leave at *****Update All*****
- Click **Submit**